



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5100.13B  
BUMED-24  
16 Oct 2000

BUMED INSTRUCTION 5100.13B

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY (BUMED) NAVY OCCUPATIONAL  
SAFETY AND HEALTH (NAVOSH) PROGRAM

Ref: (a) OPNAVINST 5100.23E  
(b) BUMEDINST 5450.157  
(c) SECNAVINST 5100.15

1. Purpose. To establish policy and procedures to implement and manage the Department of the Navy Bureau of Medicine and Surgery (BUMED) Occupational Safety and Health (OSH) Program. This is a complete revision and must be read in its entirety.

2. Cancellation. BUMEDINST 5100.13A

3. Discussion

a. Reference (a) establishes organizational responsibility and provides implementing guidance for the Navy Occupational Safety and Health (NAVOSH) Program.

b. This instruction clarifies the guidance provided in references (a) through (c).

c. The provisions of reference (a) apply to all BUMED activities and assigned personnel.

4. Policy. To establish an effective BUMED OSH Program per reference (a).

5. Action. The following actions are required in addition to the requirements outlined in references (a) through (c):

a. NAVOSH Program Organization

(1) BUMED

(a) Establishes a comprehensive OSH program per reference (a), chapter 2. Reference (a), paragraph 0302, delineates these duties and responsibilities.

BUMEDINST 5100.13B  
16 Oct 2000

(b) Serves as the focal point for NAVOSH and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Environment of Care (EC) safety and health related matters for claimancy 18 activities.

(c) Coordinates the exchange of OSH information between installation claimants and systems commands to assure assigned forces are familiar with BUMED policies and procedures.

(2) Commanding Officer, Navy Environmental Health Center (NAVENVIRHLTHCEN). The Medical Occupational Safety and Health (MEDOSH) department at NAVENVIRHLTHCEN will conduct on-site evaluations of OSH program effectiveness and efficiency at BUMED claimancy 18 activities. Evaluations will be conducted every 3 years as required by reference (a), paragraph 0904, or as directed by BUMED (MED-24). Whenever possible, these evaluations will be accomplished in conjunction with BUMED Inspector General inspections. Copies of evaluations and reports will be forwarded to BUMED (MED-24).

(3) BUMED Activity Programs

(a) Conduct an aggressive and continuing OSH program using the requirements of reference (a) and, where applicable, JCAHO standards.

(b) Staff and organize OSH offices as outlined in reference (a), chapter 3. Those activity OSH offices tasked with responsibilities mandated by JCAHO shall consider this as an additive function, and any necessary additional resources to support this function should be based on a workload analysis.

b. OSH Program Self-Assessment and Improvement Plans

(1) BUMED will establish guidelines for conducting activity annual self-assessment and improvement plans.

(2) BUMED activities shall prepare their annual self-assessment and improvement plan no later than 31 October of each calendar year, and retain it in-house for review by appropriate OSH inspection authorities. Guidance for the assessment and plan is provided in reference (a), chapter 5.

c. OSH Training

(1) BUMED will establish an OSH training program and participate as a member of NAVOSH training groups as required by reference (a), or as assigned by higher authority.

(2) As outlined in reference (a), chapter 6, BUMED activities shall support professional development and continuing education of assigned OSH personnel. Certification of individuals in their professional specialty is encouraged, highly desirable, and fully supported by BUMED. Activities must identify and submit annual OSH training needs to BUMED headquarters. Guidance for submitting this information will be provided by BUMED annually.

(3) BUMED will submit a claimancy list of annual activity NAVOSH fiscal year training needs to the Navy Occupational Safety and Health, and Environmental Training Center.

d. Hazardous Material Control and Management (HMC&M)

(1) BUMED will coordinate assistance and oversight to ensure compliance with Navy HMC&M programs and initiatives.

(2) NAVENVIRHLTHCEN shall establish a point of contact to coordinate plans, prepare required reports, and provide technical advice to subordinate commands on HMC&M matters relating to reference (a), chapter 7.

e. NAVOSH Inspection Program and OSH Program Evaluations. As directed by BUMED, NAVENVIRHLTHCEN will coordinate program evaluations of all BUMED activities as described in references (a) and (b). See paragraph 5 of this instruction.

f. Hazard Abatement Program. NAVOSH hazard abatement projects will be validated, prioritized, and submitted per reference (a), chapter 12.

g. NAVOSH Program Costs

(1) Activities, or expense limitation holders, shall forward the NAVOSH Program Costs (OPNAV 5100/13 or electronic equivalent) to BUMED as required by reference (a), chapter 13.

BUMEDINST 5100.13B  
16 Oct 2000

Guidance for annual data submission will be provided to BUMED activity resource management departments. Most activities will be required to submit this information via healthcare support offices.

(2) BUMED will submit NAVOSH Program cost information to the Chief of Naval Operations annually, as required by reference (a).

h. Mishap Investigation, Reporting, and Recordkeeping

(1) BUMED and NAVENVIRHLTHCEN will conduct an aggressive mishap investigation program. An investigative board will be established as necessary to perform special investigations of on-duty Class A and certain Class B mishaps per reference (a), chapter 14.

(2) BUMED activities shall telephonically notify Naval Safety Center, BUMED, and NAVENVIRHLTHCEN within 8 hours, of all on-duty Class A mishaps and certain Class B mishaps involving the inpatient hospitalization of three or more people as per reference (a), chapter 14.

(3) As directed by BUMED, NAVENVIRHLTHCEN (Medical OSH Department) will convene a mishap investigation board and shall initiate an investigation within 48 hours of notification of those type mishaps noted above. BUMED will arrange funding of the investigation board and coordinate required access for the investigation team members.

i. OSH Standards and Alternate Standards Approval. BUMED will determine if a NAVOSH standard must be modified per reference (a), paragraph 1603. Where status of forces agreements specify different standards, the more stringent standard shall take precedence per reference (a), paragraph 1604c.

j. Safety Awards Programs. BUMED and its subordinate activities will conduct a safety awards program per reference (a), chapter 32 and reference (c).

16 Oct 2000

6. Forms. OPNAV 5100/13 (9/92) (NAVOSH Program Costs) is available in reference (a) appendix 13-A, and is authorized for local reproduction.



D. C. ARTHUR  
Deputy

## Distribution:

SNDL, C28G (BRDENCLINIC)  
C28H (BRMEDCLINIC)  
C31J (BRMEDCLINIC)  
C31K (NAVMEDADMINU)  
C34F (BRMEDCLINIC and NAVMEDCLINIC LONDON DET)  
C34G (BRDENCLINIC)  
C52 (BUMED SHORE BASED DETACHMENTS)  
C58Q (BRDENCLINIC)  
C58R (BRMEDCLINIC)  
C85A (BRMEDCLINIC)  
FA47 (NAVHOSP)  
FA48 (NAVDENCEN)  
FA49 (NAVMEDCLINIC)  
FB58 (NAVHOSP)  
FB59 (NAVDENCEN)  
FB60 (NAVMEDCLINIC)  
FC16 (NAVMEDCLINIC)  
FC17 (NAVHOSP)  
FC18 (NAVDENCEN)  
FF72 (NAVMEDCLINIC)  
FH (BUMED COMMAND ACTIVITIES)  
FT108 (NAVHOSP)  
FT109 (NAVDENCEN)  
FT110 (NAVMEDCLINIC)  
FW1 (NATNAVMEDCEN)  
FW2 (NATNAVDENCEN)  
FW3 (NAVHOSP)  
FW4 (NAVMEDCLINIC)

BUMEDINST 5100.13B  
16 Oct 2000

Copy to:

CINCLANTFLT (N4676)  
CINCPACFLT (N466)  
CINCUSNAVEUR (N7)  
CNET (N00X)  
CNO (N45, N454)  
COMFAIRMED (N43)  
COMNAVCOMTELCOM (N45)  
COMSPAWARSSYSCOM (SPA-0731)  
MARCORP (SD)  
MSC (N00S)  
NAVAIRSYSCOM (AIR-8.3.2)  
NAVFACENGCOM (FAC-SF)  
NAVINGEN (231, SPE)  
NAVSAFECEN (41)  
NAVSEASYSYSCOM (00T)  
NAVSECGRU (N4F4)  
NAVSUPSYSCOM (05, 45)  
ONR (91)  
SSP (SSP-2016)

Available at:

<http://navymedicine.med.navy.mil/instructions/external/external.htm>